



Administrative Policies and Procedures: 13.1

Subject:	Supervision of Youth Adjudicated Delinquent and Family Service Worker Responsibilities
Authority:	TCA 37-1-131, 37-1-132, 37-1-137, 37-5-105, 37-5-106, 37-5-112
Standards:	COA Standards: CM 2, 3, 4, 5, 8; DCS Practice Model Standards: 5-600; 5-601; 5-602; 5-603; 8-300
Application:	To All Department of Children's Services Juvenile Justice Family Service Workers (FSW)

Policy Statement:

Youth adjudicated delinquent shall receive the level of service and monitoring as required by their identified level of supervision and case type: probation, custody, aftercare or interstate compact.

Purpose:

To ensure that the Juvenile Justice Family Service Worker contacts with youth, family and collateral persons are consistent with assessed youth and family needs and that the FSW maintains regular contact with youth in custody and casework is coordinated with juvenile justice facility case managers.

Procedures:

A. Levels of Supervision and classifying youth

There are four (4) levels of supervision: **Maximum**, **Medium**, **Minimum**, and **Inactive**. A youth who meets the criteria of more than one level must be classified at the highest applicable level, unless the team leader gives written permission for a lower classification.

1. **Maximum supervision**

A youth is classified for **maximum supervision** if any of the following exists:

- The youth is experiencing a period of crisis in the home, school, place of employment, and/or community, and contact with the Family Service Worker (FSW) can be of assistance to the youth in coping with the crisis situation;
- The youth is not making progress toward goals outlined in the Individual Program Plan (IPP) or Youth and Family Intervention Agreement (YFIA) or permanency plan;
- The youth has been on probation, aftercare supervision, or local interstate compact supervision for less than thirty (30) days;
- The youth has been in a DCS foster home for less than thirty (30) days;
- An outstanding felony petition or revocation proceedings are pending. Cases involving minor or technical probation or aftercare violations and cases in

which disposition has been continued in excess of thirty (30) days may be classified at less than maximum level at the discretion of the FSW;

- f) The youth is in DCS custody but placed at home (placement may not exceed thirty (30) days).

2. Medium supervision

A youth is classified for **medium supervision** if any of the following exists:

- a) The youth was formerly classified for maximum supervision and has encountered no severe adjustment problems during the past thirty (30) days;
- b) Although experiencing a period of crisis, the youth is actively involved with another agency providing services;
- c) The youth has made progress in meeting the IPP or *Youth and Family Intervention Agreement* (YFIA) or permanency plan goals.

3. Minimum supervision

A youth is classified for **minimum supervision** if any of the following exists:

- a) The youth has made substantial progress toward the objectives outlined in the IPP or YFIA or permanency plan and has not encountered any further adjustment problems;
- b) The youth has no prior record, was placed on probation for a minor offense, and has completed the first thirty (30) days of probation;
- c) The youth is currently in an out-of-home placement. A youth in an out-of-home placement may be classified at a higher level of supervision, depending upon the location and level of involvement of the facility case manager.
- d) The youth is not exhibiting any specific problems but is still in need of supervision to prevent regression to former inappropriate behaviors;
- e) The youth is participating in a private residential treatment program.
- f) The youth voluntarily entered a private treatment program. Contacts with the youth or contacts with the treatment program staff must be made as needed.

4. Inactive supervision

A youth is classified for **inactive supervision** if any of the following are true:

- a) The youth has absconded, his/her whereabouts are unknown (see DCS Policy, [31.2 Responsibilities Regarding Runaways and Escapees](#) for additional supervision requirements for runaways).
- b) The youth has met all IPP or YFIA or permanency plan objectives but has not been discharged from supervision by the juvenile court; or
- c) The youth is incarcerated and awaiting trial as an adult.
- d) No contacts are required with the youth or primary caretakers *unless item "e" below applies.*
- e) The youth is under out of state Interstate Compact on Juveniles (ICJ) supervision and the parent/legal guardian remains in Tennessee. The primary caretaker must be contacted quarterly by telephone or letter.

	<p>f) The youth is receiving probation or aftercare supervision from a contract provider. No contacts with the youth and family are required; however, contact with the contract provider must be maintained as outlined in <u>Section C. 5 of this policy</u>.</p> <p>g) The FSW must notify the Juvenile Court that the youth has been placed on inactive supervision.</p>
B. Change and Review of Supervision Levels	<p>All youth on probation and aftercare start supervision on maximum level and remain on each level for at least thirty (30) days. Youth who are in custody are supervised on minimum supervision unless indicated otherwise in this policy.</p> <p>A youth's supervision level will change as indicated by the youth's needs and/or the necessity to ensure public safety. The FSW may use their discretion to move youth to a higher or lower level of supervision as dictated by the criteria specified above. Team leaders will monitor youth in crisis and ensure the correct level of supervision is utilized.</p> <p>1. Change to a higher level of supervision</p> <p>If a youth meets any one criterion for a higher level, they must be immediately reclassified to a higher level of supervision.</p> <p>2. Change to a lower level of supervision</p> <p>A desire to supervise a youth at a supervision level lower than dictated by this policy must request supervisory approval. The reason for the request and the team leader's approval must be documented in TNKids case recordings.</p> <p>3. Monthly reviews</p> <p>The FSW must consider a youth's supervision needs each month and the following must be documented in the TNKids supervision level icon:</p> <ul style="list-style-type: none"> a) Level of supervision; b) Reasons for classification; c) Progress made toward permanency goals. <p>4. Supervisor reviews</p> <p>The supervisor must review each youth's supervision level during the monthly or quarterly file review to ensure that youth have been classified according to policy guidelines.</p>
C. General supervision guidelines	<p>1. Purpose of guidelines</p> <p>Home, school, community, and office contacts must be consistent with a youth's needs, risk, and objectives, as specified in the following guidelines.</p> <p>2. FSW visitation requirements</p> <ul style="list-style-type: none"> a) A visit, in which the FSW meets with both the youth and the primary caretaker, satisfies the visitation requirement for each of them. b) A home visit in which either parent, family member, or the youth is seen satisfies the home visit requirement.

- c) An unsuccessful home visit (no one is seen) does **NOT** satisfy the home visit requirement.

3. Waivers for home visits

The FSW may request a waiver of the required home visit contacts in the interest of personal safety. The FSW must submit written justification for the waiver to his/her supervisor for approval. The written justification with the supervisor's approval will be placed in the youth's case file and documented in TNKids case recordings.

4. School Contacts

- a) A school visit will occur during the first (30) days of a new case.
- b) The school visit is for the purpose of speaking with a school professional to inquire if the youth is attending regularly, exhibiting any behavior problems and to inquire about the youth's level of performance. School records should be obtained if needed.
- c) School visits should not be made to make face to face contact with youth. Youth should never be taken out of class so the FSW may meet the face to face requirement.
- d) Contact will be made with school officials monthly to monitor the youth's attendance, behavior and progress.

5. Contact with Service Providers:

- a) Within one (1) or two (2) days of a service referral, the FSW will obtain confirmation from service providers that the service has been initiated.
- b) Within fifteen (15) days, of a service referral, verification must be obtained from the family and provider that the service is appropriate and satisfactory
- c) The FSW will follow up, at least, monthly with service providers and respond immediately to any complaints or problems that develop in the delivery of the service or with the person receiving the service.
- d) All contacts with those providing services to the youth/family will be documented in TNKids case recordings. Contacts will address whether the youth/family is receiving the services they need. The FSW will coordinate the delivery of services as necessary.

D. MINIMUM Requirements and Guidelines for each Level of Supervision	Minimum Monthly Contacts Required				
	Supervision Level	Face-to-Face (F-to-F) Contact With Youth	Primary Caretaker	Home Visit	Service Providers (All persons providing services to the youth and the family)
	Maximum	3	1 F-to-F	1	2 Telephone Calls
	Medium	2	1 F-to-F or Telephone	1	1 Telephone Call
	Minimum In Custody	See Section E	1 F-to-F or Telephone	1 within the first (10) working days of custody date, then (1) every other month	1 Telephone Call
	Minimum at Home	1	1 F-to-F or Telephone	1 Per Quarter	1 Telephone Call
E. Youth in Custody: additional supervision requirements	<ol style="list-style-type: none"> Custody youth placed less than seventy-five (75) miles from the FSW's office will be seen monthly. Custody youth placed more than seventy-five (75) miles from the FSW's office will be seen at least quarterly by the assigned FSW. Youth will be seen monthly by a FSW from the home region unless other arrangements have been made with supervisor approval. The FSW may utilize videoconferencing for face to face contact every other month. Youth placed in foster homes, DCS and contract placements, will be seen monthly <u>at the foster home.</u> FSW's will adhere to the following DCS policies for delinquent youth placed in DCS foster homes: <ol style="list-style-type: none"> <u>16.2, MEPA/IEPA Inter-Ethnic Placement Act</u> <u>14.25, Special Child Protective Services Investigations</u> <u>20.25 Health Information Records and Access</u> <u>16.46, Child/Youth Referral and Placement</u> Youth in the Department's legal custody, but transferred to Mental Health/Mental Retardation facilities, will be contacted as required by their supervision level. The FSW may attend the transfer meeting. The FSW will notify facilities in advance of visits. All visits to will be recorded in TNKids case recordings. FSW's may attend case planning meetings for these youth. 				

7. Home Visit Requirements for Youth in Custody

- a) One home visit must take place within ten (10) working days of the custody date.
- b) A home visit is required every other month.
- c) Prior to the first pass home a visit to the home will be made.
- d) A home visit will be made prior to the release Child and Family Team Meeting.

8. Additional Supervision Requirements for Youth Development Centers, DCS Group Homes or Contract Placement

- a) The FSW is required to participate in the classification and release CFTM in person, via teleconference or videoconference.
- b) When possible, the FSW will participate in reclassification and program staffings.
- c) The youth development centers (YDC) and DCS group homes will be notified in advance by E-MAIL message the date of a planned visit, specifying the names of the youth to be seen, their facility case manager, and an estimated time of arrival. The facility case manager will respond via E-MAIL to confirm the visit. Unplanned visits by FSW's will be permitted at the discretion of the facility staff.
- d) After meeting with the youth at the facility, the FSW will meet with the youth's facility case manager regarding the youth's progress. If the facility case manager is unavailable, a follow-up call will be made to discuss the visit.
 - ◆ Any allegations of physical or sexual abuse made by the youth during a facility visit will be reported to DCS Central Intake immediately.
 - ◆ Documentation regarding the allegations made by a youth will not be recorded into TNKids until proper CPS investigative procedures have been initiated.
- e) The FSW will notify the facility case manager regarding court hearings, Foster Care Review Board, or other appointments at least one (1) week before the scheduled appearance.
- f) The FSW will discuss all visits with the youth's family and document the visit and all discussions in TNKids case recordings.

9. Contacts with family and services to parents

- a) The Child and Family Team will determine what services are necessary. The need for these services will be documented in the permanency plan and/or the IPP.
- b) Assistance will be given to families in securing necessary services via flexible funding and other available resources.
- c) The FSW will monitor the family's progress in acquiring necessary skills and services that will enable successful reunification of the youth with the family.
- g) The FSW will make all efforts by providing services, needed assistance to ensure the youth's parent/guardian attend and participate in CFTM's in person or via teleconference.

F. Data system documentation	Unless other requirements are specified in policy for documentation, or events not documented elsewhere or requiring a broader explanation, all information required to be documented in case recordings must be entered within thirty (30) days from the date of the contact or occurrence.
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Forms:	<u>CS 0843, Youth and Family Intervention Agreement</u>
Collateral documents:	None

Glossary:	
Term	Definition
Continuum-of-Care Contract:	A service-based system of care which allows the contractor greater flexibility in designing services for the child/family, the ability to facilitate more rapid movement of the child through the service system, and the ability to “customize” the delivery of services to each child and family in the least restrictive, and most cost-efficient manner.
National Crime Information Center (NCIC):	A nationwide information system dedicated to serving and supporting criminal justice agencies -- local, state, and federal -- in their mission to uphold the law and protect the public. NCIC 2000's additional capabilities include, but not limited to, enhanced name searches, fingerprinting searches, probation/parolee information, information linking, photo and convicted sex offender registry.
Classification report:	<p>A CFTM summary written as a narrative description of the proceedings from which treatment needs were identified in the five developmental areas (Health, Education, Social Skills, Personality/Behavior, and Family Community Reunification). This summary includes participant's comments, observations, or questions, which are not documented elsewhere. This is also the proper place to document the minority or dissenting opinion of team members regarding the youth's treatment recommendations or program placement.</p> <p>Recommendations for further assessments, along with any pending referrals, will be indicated in the report. The CFTM summary must clearly state the treatment recommendations and the justification for each.</p>
Facility Case Manager:	The case manager at a contract agency or a youth development center (YDC) or DCS Group Home.
Service Provider:	An individual, group, organization or community that provides a specified program or service to a client or their family. The service may be a paid or free service.